

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SAFETY AND TRAINING MANAGER

(NOTE: Formerly Utilities Training Manager)

DEFINITION:

Under direction, to plan, coordinate, integrate and supervise a department's programs for training, occupational health and safety, and emergency management/ disaster preparedness; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, supervises and reviews the work of a professional staff and/or contractor involved in a department-wide training program, occupational safety and health program, and emergency management/disaster preparedness;
- Assists various level department managers and supervisors with identifying and resolving training, safety, and emergency management issues, and coordinates these activities between divisions, various City departments and other agencies;
- Anticipates and develops training requirements, and specific training programs;
- Establishes training schedules, and tracks incumbent training;
- Makes presentations and represents the department and the City before various management and regulatory groups;
- Confers with department and division heads to develop and revise program policies and strategies;
- Selects, trains, disciplines and evaluates the work performance of subordinates;
- Monitors program expenditures and prepares budget estimates and reports;
- Conducts staff meetings;
- Conducts special studies;
- Chairs and coordinates specialized committees to address and resolve training problems and issues;
- Prepares correspondence and reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units), **AND** four years of experience developing, implementing, administering and evaluating: major Occupational Safety and Health Management and Training Programs; wide-range Departmental Training Programs; or Emergency and Disaster Preparedness Programs. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.